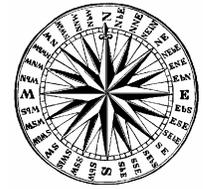


THE AICS NAVIGATOR



Vol. 4 Issue 4.....October 2001

The AICS Navigator is a publication created by the AICS Section to be archived as reference material. Its creation and design is for the purpose of providing support and user information in a reader friendly format. Questions, comments, and suggestions are valued and can be addressed by contacting Wade Dakin at (517)/322-4940 or email AICSMAIL@state.mi.us.

VENDOR SELECTED FOR LEAMS !!!

The LEAMS project is well on its way to fruition. A Request for Proposal (RFP) was released for bids in early July which specified the procurement of a product to replace our current AICS system, provide electronic submission of crash and citation data, replace STATIS (intelligence), and track officer activity. Five vendors returned bids for the project which a nine-person committee, referred to as the Joint Evaluation Committee (JEC) reviewed. The JEC was comprised of:

- ♦ Lt. Dave Bearss, Saginaw Police Department
- ♦ Dep. Tom Hildreth, Barry County Sheriff Department
- ♦ Chief Doug Davis, Woodhaven Police Department
- ♦ Insp. Dan Smith, MSP Uniform Services
- ♦ Insp. Mark Dougovito, MSP Investigative Services
- ♦ Rick Ludy, MSP Information Technology Division
- ♦ Brad Stoddard, MSP Communications Division
- ♦ Dawn Brinningstaull, LEAMS Project Manager
- ♦ Irene Pena, DMB Office of Purchasing

All vendors were subjected to a rigorous evaluation process. The JEC along with subject matter experts in the fields of citations, security, intelligence information collection, activity reporting, crash reporting and industry direction first evaluated the technical portion of the bids.

The vendor packages were then put through oral demonstrations to allow a first-hand look at the products. During this time, further clarification was received on the proposals and questions were asked as to the technology used for the product's implementation. Roughly 60 field personnel assisted the JEC with the evaluation of the products at these demonstrations.

The next step was to allow the JEC and field personnel to sit at a computer with the software and evaluate it based on the user's ability to navigate through the product without training.

In addition to the oral demonstrations and the hands-on evaluations, local agency and MSP personnel traveled around Michigan, Washington and Tennessee to talk first hand with other police agencies that were using the various proposed products. These 'site visits' allowed the travelers to get first hand knowledge of the customer support

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provided by each vendor as well as see the products in a working environment. Each agency was more than willing to share lessons learned from their procurements to ensure Michigan has a smooth transition.

With all of the information gathered thus far on the proposals and the reference checks done by the JEC, a vendor has been selected who can provide the product which best fits the needs of Michigan. Contract negotiations are underway with this vendor and it is anticipated they will be on board by December to begin development. A formal announcement of the vendor will be made after the State of Michigan Administrative Board approves the contract award (this is expected at the November 6 Administrative Board meeting).

The proposed Michigan solution will provide incident reporting, crash reporting, citation generation, intelligence gathering, and officer activity reporting. The product will be browser based and be ready for mobile applications. All grandfathered AICS agencies will receive these 5 components as part of the LEAMS package at no cost. Budgetary projections as to costs for maintenance, training, and any hardware will be made available to local agencies sometime in the Spring to allow inclusion in the local agency's 2003 budgets. Project phases and expected release dates will be announced after further discussions with the vendor. These dates and other pertinent information will be shared with you through the AICS Navigator.

Dawn Brinningstaul, the LEAMS Project Manager, is available to answer any questions you have at 517/322-5018 or e-mail her at brinnid@state.mi.us. ♦

AICS in Action

From the MSP Operations Center, Thursday, September 20, 2001

STATE TO STATE: On September 17, 2001, the West Virginia State Police contacted the Rockford Post and requested assistance on a B&E complaint. A **search in AICS** found the West Virginia State Police suspect had been arrested at 5:00 a.m. on this same date. The suspect vehicle had been towed to a local wrecker service. A call to the wrecker service found that the suspect was attempting to retrieve some property from the towed vehicle. A hold was placed on the vehicle and the suspect was interviewed, confessing to his crimes in West Virginia and they requested extradition. Great job by the Troopers and everyone at the Rockford Post using AICS to help ensure the apprehension of the suspect. *If you have an incident in which AICS assisted in the arrest or apprehension of a suspect, please give the AICS Help Desk a call for inclusion in our next newsletter.* ♦

AICS VERSION 8.00 RELEASED

The new 8.0 version of AICS was released to the field on October 10, 2001. Michigan State Police sites were upgraded using the departments' Zen works software on all applicable servers. These sites should have been automatically prompted to update upon signing in to the network on the 10th. Non-MSP sites (and MSP dial-in sites) should have received new CD-ROMs with the 8.0 version to upload. All CDs were mailed on October 4, 2001. The new 8.0 version of on-line AICS features many user-friendly enhancements to the text processor and the program overall. Release and text editor documentation accompanied all CDs. MSP sites can find this documentation on the MSP Intranet under the Official Correspondence area. They were posted on 10/05/01 under the title Release of AICS version 8.00 ♦

TWO SAMPLES OF THE NEW FEATURES IN THE AICS VERSION 8.00 TEXT EDITOR

1

USING THE TOOLS DROP DOWN MENU FROM THE MENU BAR



Auto Spell: Use this selection to have the Text Editor automatically check your document and underline possible spelling errors (check mark denotes that auto spell is on). To correct an error, right click on the underlined word and pick the correct spelling from the displayed shortcut menu.

Spell Check: Use this selection to check the active document for possible spelling errors and display suggestions for correcting them.

Reset Spell List: Use this selection to reset the cache so that the spell check rechecks all words that aren't in your dictionary.

Edit User Dictionary: Use this selection to add or remove words from your dictionary for your spell check function. Another option is to press the **Add To User Dictionary** button when using the spell check or right click on an underlined word and select add from the menu.

2

USING AUTO CORRECT IN AICS TEXT EDITOR

Auto Correct: Use this selection to set the options used to correct text automatically as you type, or to store and reuse text and other items you use frequently. Example: Highlight the text in your AICS narrative you want to create a shortcut for (such as Michigan State Police), click on the Tools menu and click on AutoCorrect (your selection will pre-fill in the With window (step 1). Enter the item that you would like to be automatically replaced,(such as msp-lower case only). (step 2). Click on the ADD button (step 3). Click on the OK button (step 4). Now in the narrative all you have to do is type msp and it will automatically be replaced with Michigan State Police. ♦

Enter the character, text or phrase that you would like to be replaced in the replace field (lower case only). Example: msp

Click the ADD button

After text is highlighted in the narrative and you choose AutoCorrect from the Tools menu, it will pre-fill your selection here

Click on OK.

A BLAST FROM THE PAST **(HELPFUL ITEMS FROM PAST NAVIGATORS)**

Here are some links to let you view past navigators for detailed solutions to reoccurring questions. These are .pdf files, so you must have acrobat reader to view them. A free copy of Adobe Acrobat is available at

<http://www.adobe.com/products/acrobat/readstep2.html>

Problem: Lost Narrative

Solution: Page 2-3, September 1997 Navigator

<http://www.state.mi.us/msp/cjic/PDF/Nav997.pdf>

Problem: Changing a File Class

Solution: Page 2 October 1999 Navigator

<http://www.state.mi.us/msp/cjic/PDF/Nav1099.pdf>

Problem: Re-keying Person Information

Solution: Page 2 January 2000 Navigator

<http://www.state.mi.us/msp/cjic/PDF/Nav100.pdf>

Problem: How do I enter Warrant Arrests?

Solution: Page 2 April 2000 Navigator

<http://www.state.mi.us/msp/cjic/PDF/Nav400.pdf>

Problem: How do I use the Incident Book for Case Management?

Solution: Page 3 October 2000 Navigator

<http://www.state.mi.us/msp/cjic/PDF/Nav1000.pdf>

Problem: How do I determine property values in AICS?

Solution: Page 3 January 2001 Navigator

<http://www.state.mi.us/msp/cjic/PDF/Nav101.pdf> ♦

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REMINDER: THE PROPER WAY TO RECORD THE OFFICER AS THE COMPLAINANT

Should I enter my name on the person screen as the complainant?

An officer's name should ***never*** be used in the last name field as a complainant on the Person Screen. When an officer is the Complainant, use the **Officer Fill Button** on the Person Screen. We already know who you are from the Investigated By Field on the Original Screen. What we want to know are the people that you come into contact with during an investigation. By putting your name in the system, your name becomes part of the database that is meant to be an investigative tool.

The AICS Staff will conduct periodic audits and will send letters to Post Commanders, Chiefs and Sheriffs notifying them of individuals consistently violating this rule to help ensure the integrity of the database as an investigative tool. ♦

Welcome Aboard New On-Line AICS Users

- Bridgeport Twp Police Department
- St. Charles Police Department
- Birch Run Police Department
- Richland Twp Police Department
- Tittabawasee Police Department
- Thomas Twp police Department
- Buena Vista Police Department
- Carrollton Police Department

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